



Robert B. Taylor
Chief Probation Officer

**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
9150 EAST IMPERIAL HIGHWAY, DOWNEY, CALIFORNIA 90242
(562) 940-3773**



All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990. Persons with disabilities who believe they need reasonable accommodation or help, in order to apply for, or perform the necessary duties of a position may contact the Americans with Disabilities Act Coordinator, at (562) 940-3552. Hearing impaired applicants with telephone-teletype (TDD) equipment may leave messages by calling (562) 988-7800.

VOLUNTEER OPPORTUNITIES

How to File: The Standard VISTO Volunteer application packet can be submitted online, via US Mail or in person on workdays between the hours of 8:00 am and 5:00 pm at 9150 Imperial Highway, Downey, California 90242. The VISTO Application can be found at: WWW.*****@*****

VISTO VOLUNTEER

The Probation Department's Volunteers In Service to Others (VISTO) Program exists to assist and support the regular Probation staff to achieve the Department's Mission. The program was developed to coordinate services of volunteers and to ensure appropriate measures for background checks and orientation.

Volunteers are members of the community who are assigned to assist and support Probation staff to achieve the Department's Mission. They typically report to, and are supervised by, a non-supervisor probation staff member.

Volunteers will be properly oriented and provided appropriate training as needed to assist the Probation staff members in various areas, which may include direct involvement with Juvenile and Adult probationers.

Volunteers are highly motivated, skilled and caring people who want to serve their community and the Los Angeles County Probation Department. Through VISTO, program participants are provided with opportunities for exposure and experience. Additionally, the efforts of volunteers positively impacts the Department by Increasing the quality and range of available services and Enhancing available community resources.

Volunteers are never to be considered or used as a replacement for, or an alternative to, paid staff. Rather, they serve as a complement, enhancement and augmentation to existing paid staffing resources.

STATUS OF VISTO Volunteers

VISTO participants are non-employee, volunteers of the Department. They are not sworn or deputized and have no Peace Officer Status. VISTO volunteers do not have any peace officer authority and are not authorized with arrest, or search and seizure powers. Additionally, the carrying of firearms, other weapons, and handcuffs by the VISTO Volunteers, including those who have an outside legal authority to do so, is not authorized.

VOLUNTEER QUALIFICATIONS

Successful applicants for the position of Volunteer must possess the following:

- Be at least 21 years of age to provide volunteer services in Camps or Halls; 18 years of age to provide volunteer services in Probation Area Offices

- Possess a valid California Driver License or California ID
- Have no record of felony conviction
- Pass a complete background investigation
- Attend and complete Basic VISTO Orientation and any subsequent, required, site or program specific orientation(s)

APPLICATION PROCESS INFORMATION

All interested parties are invited to submit a standard VISTO Application packet for review. Those individuals who pass the application review will be invited to attend the VISTO Program basic orientation and proceed to background examination.

The VISTO Volunteer is not an employee of Los Angeles County. The VISTO Volunteer serves at the will and authority of the Chief Probation Officer of Los Angeles County and as such does not fall within the framework or the jurisdiction of the civil service system. There is, therefore, no enforceable right to be admitted or retained in the VISTO program, nor any right to appeal concerning termination.

ALL CANDIDATES WILL BE REQUIRED TO PROVIDE POSITIVE IDENTIFICATION BEFORE BEING ADMITTED TO VISTO ORIENTATION. PLEASE BRING TO THE ORIENTATION A VALID DRIVER'S LICENSE OR ANOTHER FORM OF VALID IDENTIFICATION WHICH HAS YOUR PHOTOGRAPH AND SIGNATURE (SCHOOL OR BUSINESS ID CARD, BUILDING PASS, PROFESSIONAL LICENSE, VALID PASSPORT, ETC.)

TRAINING

Depending upon assignment, VISTO Volunteers may be required to attend site specific or program specific orientation beyond the Basic VISTO Orientation. VISTO Volunteers may also complete any designated training for assignments that require additional training or skills.

ASSIGNMENTS

VISTO Volunteers can work on weekdays, weekends, or evenings, with no minimum or maximum number of service hours required. VISTO Volunteers can be assigned to any Field Office, Camp, Hall, or other location that provides services to individuals under the jurisdiction of the Los Angeles County Probation Department.

VISTO Volunteers can be assigned to work under the direct supervision of Deputized Probation staff engaged in the supervision and investigation of adults and juveniles. Volunteers serve at the will of the Chief Probation Officer, must observe all Department regulations, and do not fall within the framework of the civil service system.

VISTO Volunteers do not perform any sovereign duties of Deputized Probation staff including those duties that require certain discretionary decisions, which can be made only by Deputized Probation Staff.

FOR FURTHER INFORMATION CONTACT:

Los Angeles County Probation Department
 9150 E. Imperial Hwy.
 Downey Ca. 90242
 VISTO Program Coordinator
 (562) 940-3773
<http://probation.co.la.ca.us>